



Office of Administrative Services
Freedom of Information Act Office

April 8, 2016

Mr. Beryl Lipton
MuckRock
DEPT MR 24840
411A Highland Ave
Somerville, MA 02144-2516

Dear Mr. Beryl Lipton:

This is in response to your General Services Administration (GSA) Freedom of Information Act (FOIA) request number GSA-2016-000575 submitted on March 30, 2016, in which you requested:

"[t]he manual that this FOIA office uses to process FOIA requests, or, if no manual exists, other guiding documentation/protocols for processing Freedom of Information Requests. • All guides to agency Freedom of Information Act request regulations (For reference, see the Department of Justice's Guidance on FOIA Regulations [<https://www.justice.gov/oip/oip-guidance/guidance-agency-foia-regulations>] and the associated template [<https://www.justice.gov/oip/template-agency-foia-regulations>]) • All guidelines and regulations regarding the submission and processing of appeals, including but not limited to: - - The appropriate person or position to whom an appeal should be submitted - The appropriate address to which an appeal should be submitted - Any appropriate fax numbers and email addresses available for the submission of appeals - All guidelines regarding the processing time and procedures for appeals - All rights related to the submission of appeals, including those related to appeal rights for constructive denial If any responses include direction to an online location or similarly publicly-available material, please provide direct links or file downloads."

Please find enclosed the information responsive to you request.

This completes our action on this request. Should you have any press-related questions, please contact Ms. Teresa Wykpisz-Lee, Deputy Associate Administrator of the Office of Communications and Marketing, by email at media@gsa.gov.

Sincerely,

Travis Lewis

Travis Lewis
FOIA Program Manager

Enclosure

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